

STATE OF IDAHO
DEPARTMENT OF HEALTH AND WELFARE

REQUEST FOR PROPOSAL
HRFP0602



Issue Date 1-23-2006

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I. INVITATION TO PROPOSE

Request for Proposal Date: January 23, 2006

Project Title: HIV Prevention Projects

Project Description: The Idaho STD/AIDS Program is seeking proposals for Health Communication/Public Information and Outreach activities. The purpose of these activities is to provide HIV prevention messages through one or more delivery channels and/or outreach for the purpose of disseminating HIV prevention pamphlets or brochures, HIV prevention materials, or HIV prevention service referrals.

Proposals will only be accepted from agency programs that were not awarded a contract under RFP No. HRFP0505 and do not currently have a 2006 HIV prevention intervention contract.

The Idaho STD/AIDS Program intends to accept and evaluate responsive proposals which support activities designed to develop outcomes as defined above in the amount up to ten thousand dollars (\$10,000) each. The contract period will be from March 15, 2006 to December 31, 2006. Budgets should reflect this 9 1/2-month time period.

Qualified proposers may select to provide one or more of the services listed in the scope of work outlined in Section V. Proposers should define how they will provide the services proposed in Appendix A of this RFP. Proposers shall enter the number of units proposed and compute the costs for the identified services in Appendix C., part 1.

RFP Lead:	Teri Carrigan
Title:	STD/AIDS Program Evaluator
Address:	450 West State 4 th floor Boise, Idaho 83702- 0036
Phone #	(208) 334-5518
FAX #	(208) 332-7346
e-mail	carrigat@idhw.state.id.us

Deadline to receive questions
from Proposer regarding RFP: 1-31-2006

Deadline for responses to Proposers: 2-2-2006

RFP Closing time and date: 4:00 p.m. Mountain Time, 2-16-2006

Proposal Opening time and date: 4:00 p.m. Mountain Time, 2-16-2006

Date of Notice of Intent to Award: Approximately, 2-24-2006

Signing of Contract: Approximately, 3-10-2006

Term of Contract: 03-15-06 to 12-31-06

Upon mutual agreement, the contract may be extended and amended. The total contract term, including all extensions and amendments, may not exceed four (4) years.

- A. Potential Proposers shall submit any questions to the RFP Lead by close of business on the date noted above. Written questions may be mailed or submitted via e-mail or FAX to the address or number listed above. Official answers to all questions will be posted to the State Purchasing System by close of business on the date noted above.
- B. All Proposers, authorized representatives and the general public are invited, at their own expense, to be present at the opening of bids, which will take place at the address and time noted above. Only the Business/Scope of Work proposals will be opened. Only the names of the Proposers will be announced and no other information will be made public until after a notice of intent to award is given.
- C. The Business/Scope of Work proposal will be evaluated first as either "pass" or "fail," based on the mandatory submission requirements in Attachment 1. The Proposer shall identify on Attachment 1 where each item is addressed in the proposal, in the column "Proposal Page #." All proposals meeting the requirements will continue in the evaluation process outlined in Section VII.
- D. Oral presentations will not be conducted.
- E. The Cost Proposal will be opened using the qualified proposal list with the highest ranking proposal being opened first.
- F. The State may accept a Proposer's initial proposal by award of a contract with or without discussion to clarify proposals that are reasonably capable of receiving an award. Discussions may explore Proposers' understanding of requirements, qualifications, ability to perform the work successfully, and compensation. Discussions may result in non-material changes to the RFP or proposals. The State may also ask for best and final offers from Proposers whose proposals are reasonably capable of receiving an award, or negotiate with the apparently successful Proposer. During any of these processes, the content of competing proposals will not be disclosed.
 - 1. If discussions result in a need for material change to the RFP or to proposals, the State will issue written requests for best and final offers, specifying the information to which each Proposer is requested to respond. The request will specify the place, time and date for receiving the written offers. If a Proposer does not submit a notice of withdrawal or a timely best and final offer, the Proposer's prior proposal will be considered its best and final offer. If necessary, the State may issue a subsequent request for best and final offers. Best and final offers will then be re-evaluated.
 - 2. The State may convene a negotiating team and negotiate with the apparently successful Proposer if negotiation is in the best interest of the State. If a negotiated proposal is acceptable to both parties, a contract may be awarded. If the parties are unable to agree, the State may terminate the negotiations in writing and negotiate with the next ranked Proposer.
- G. Proposers will be notified of the result of the procurement process.

- H. Background Information: The STD/AIDS Program is seeking proposals for activities under two (2) service categories as defined by the Centers for Disease Control: Health Communication/Public Information and Outreach Interventions (Non-Health Education/Risk Reduction).

Service Type 1: We are seeking providers to conduct interventions/activities within their jurisdiction to provide prevention messages to build general support for safe behavior, support personal risk-reduction efforts, and/or inform persons at risk for infection on how to obtain HIV testing. Specifically, we are seeking providers to conduct the following

Health Communication/Public information activities:

- ☐ One-shot HIV/AIDS “101” prevention presentations directed towards educating at-risk populations and/or agency staff serving at-risk populations.
- ☐ Health/Community Fairs with the primary purpose of disseminating verbal or written information to the general public and/or at-risk populations.
- ☐ Prevention messages disseminated through print media (newspapers, magazines, pamphlets, billboards, transportation signage, internet), within a local jurisdiction.

Service Type 2: We are seeking providers to conduct Basic Street and Community Outreach primarily for the purpose of referral or recruitment into other services and/or to directly distribute condoms/safe sex kits. Outreach workers engage contacts in brief conversations, providing information, literature, condoms, referrals, etc. Basic street/community outreach is important for establishing rapport within a community and building trust with individuals. Specifically, we are seeking providers to conduct the following Outreach Interventions (Non-Health Education/Risk Reduction):

- ☐ Outreach visits to community partner agencies for the purpose of recruiting clients into counseling and testing or other HIV services through direct delivery of referral information to individuals.
- ☐ Distribute condoms, safer sex kits, brochures, informational materials, promotional items, and/or CTR/HIV services referral information directly to individuals in community venues (i.e. bar zaps or bar raids).

- I. The review panel must be able to understand your project and goals, so it is important to be concise while providing all the vital information. This is a competitive process and the evaluated responsive proposals shall be placed on a qualified proposal list in descending order of the respective evaluation points earned by each proposal.

1. Scoring of proposal is as follows:

- a. Activities proposed fall within the provision of community level outreach and/or health communication/public information guidelines (See *HIV Prevention Contractor’s Guide: Planning and Evaluating Idaho Programs* located at www.healthandwelfare.idaho.gov click on the STD/AIDS Program link on the right side of the home page. The guide will be found under HIV Prevention Provider Tools)
- b. Qualifications of staff are appropriate to the services proposed
- c. Completion of workplans for each unique intervention activity

- d. Realistic objectives and goals for interventions
- e. Previous contractors will be reviewed on past contract success and timeliness.
- f. Overall completion of the application within the specified guidelines.

Contracts will be awarded in descending order using the qualified proposal list with the highest ranking proposal awarded first. Using the same list each proposer's cost proposal will then be opened in descending order and each proposer will receive their requested amount up to a maximum of \$10,000.00 per contract. Rates of \$250.00 per intervention have been established as fair and equitable and no other rates will be accepted. This process will continue until the total of funds budgeted for these projects have been expended.

II. INSTRUCTIONS FOR SUBMISSION OF PROPOSALS

- A. Any qualified vendor may submit a proposal. Per Idaho Code, Section 67-5730, all vendors are qualified unless disqualified. Those Proposers presently on the General Service Administration's (GSA) "list of parties excluded from federal procurement and nonprocurement programs" may be disqualified. Vendor information is available on the Internet at: <http://www2.state.id.us/adm/purchasing/default.htm>
- B. Proposals must demonstrate that Proposers have the ability to complete the described functions of this contract. State agencies are not required, but are encouraged, to bid.
- C. In order to be considered for award, sealed proposal must be provided at the place specified, no later than the date and time specified in the RFP.
- D. The proposal shall be submitted under the same cover at the same time, in two (2) distinct sections: Business/Scope of Work Proposal and a Cost Proposal. The proposals shall be addressed to the RFP Lead and clearly marked "CONTRACT PROPOSAL – HRFP0602 HIV Prevention Projects" and marked "Confidential."
 - 1. Each proposal shall be submitted in one (1) original and three (3) copies of the Business/Scope of Work Proposal and (1) original of the Cost Proposal and Billing Procedures.
 - 2. The Business/Scope of Work proposal must be sealed, identified "Business and Scope of Work Portion of Proposal – HRFP0602 HIV Prevention Projects" and marked "Confidential."
 - 3. The Cost Proposal must be sealed, identified "Cost Portion of Proposal – HRFP0602 HIV Prevention Projects" and marked "Confidential."
- E. Proof of workers compensation, professional liability, and at least \$500,000 comprehensive general liability insurance coverage is required. The Proposer shall provide a Certificate of Insurance from a licensed insurance carrier prior to execution of the contract. The State reserves the right to have the original certificate provided upon request. If the original document is requested, a contract will not be signed until it is received.
- F. No verbal proposals or modifications will be considered. Any Proposer may modify a proposal in writing over the signature of the Proposer prior to the bid closing time.

- G. A proposal received at the office designated in this RFP after the bid closing time will not be accepted unless the Department determines that late receipt was due solely to mishandling by the Department after its arrival.
- H. All costs incurred in the preparation and submission of a proposal responding to this RFP, including Proposer's travel expenses to attend the proposal opening and presentation or negotiation sessions, shall be the sole responsibility of Proposers and shall not be reimbursed by the Department.
- I. An appeal by a vendor of a bid specification, a nonresponsiveness determination, or the award of a bid are governed by Idaho Code Section 67-5733 and must be filed in accordance with that section can be found on the Internet at:
<http://www2.state.id.us/adm/purchasing>.

III. TERMS OF PROCUREMENT PROCESS

- A. Proposers must adhere to all requirements of this RFP to be responsive. The Director reserves the right to waive any nonmaterial variation that does not violate the overall purpose of the RFP, frustrate the competitive bidding process, or afford any Proposer an advantage not otherwise available to all Proposers.
- B. Proposals should be submitted on the most favorable terms from both a price and technical standpoint which Proposers can propose. The Department reserves the right to accept parts of proposals or reject any and all proposals received, without financial obligation, if the Director determines it to be in the best interest of the State to do so.
- C. The Department reserves the right to cancel an award if, in its sole discretion, any interest disclosed from any source could give the appearance of a conflict or cause speculation as to the objectivity of the program to be developed by the contractor. The Department's determination regarding any questions of conflict of interest shall be final.
- D. All data provided by the Department in relation to this RFP represents the best and most accurate information available at the time of RFP preparation. Should any data later be discovered to be inaccurate, such inaccuracy shall not constitute a basis for contract rejection by a Proposer or contract amendment.
- E. All proposal material submitted becomes the property of the State of Idaho, Department of Health and Welfare, and shall not be returned to Proposer. Proposals and supporting documentation may be available for public inspection upon written request following the announcement of a contract award, except for information specifically labeled on each separate page as a "trade secret" under the Idaho Public Records Act, Idaho Code Section 9-340D(1).
- F. The proposal submitted by the successful Proposer shall be incorporated into and become part of the resulting contract. The Department shall have the right to use all concepts contained in any proposal and this right shall not affect the solicitation or rejection of the proposal.

IV. PROPOSAL FORMAT

- A. These instructions prescribe the format that proposals must follow. They are designed to ensure a complete submission of information necessary for an equitable analysis and evaluation of submitted proposals. There is no intent to limit the content of proposals. The proposal of the successful Proposer shall be appended to and incorporated in the General Terms and Conditions. The General Terms and Conditions should be reviewed carefully by each prospective Proposer since compliance with those terms and conditions is mandatory.
- B. The Business and Scope of Work Section shall include the transmittal letter on official letterhead of the Proposer, with name, mailing address, telephone number, and FAX number of the Proposer's authorized agent readily evident. The letter shall identify all material and enclosures being forwarded collectively as the response to this RFP. The transmittal letter must be signed by an individual authorized to commit the Proposer to the work proposed. In addition, the transmittal letter must include:
1. Identification of the Proposer's corporate or other legal entity.
 2. A statement indicating acceptance of and willingness to comply with the requirements of the RFP and attachments and the terms and conditions of the Department's General Terms and Conditions and the Customer Service requirement.
 3. A statement of compliance with affirmative action and equal employment regulations.
 4. If the RFP is amended, a reference to all RFP amendments to confirm that Proposer is aware of such amendments.
 5. A statement that the bid was arrived at independently without collusion, consultation, communication, or agreement with any other Proposer as to any matter concerning pricing.
 6. A statement that Proposer has not employed any company or person other than a bona fide employee working solely for the Proposer or a company regularly employed as its marketing agent, to solicit or secure this contract, and that it has not paid or agreed to pay any company or person, other than a bona fide employee working solely for the contractor or a company regularly employed by the contractor as its marketing agent, any fee, commission, percentage, brokerage fee, gifts or any other consideration contingent upon or resulting from the award of this contract. The Proposer shall affirm its understanding and agreement that for breach or violation of this warranty, the Department shall have the right to annul the contract without liability or, in its discretion, to deduct from the contract price the amount of any such fee, commission, percentage, brokerage fee, gifts or contingencies.
 7. A statement naming the firms and/or staff responsible for writing the proposal.
 8. A statement that Proposer is not currently suspended, debarred or otherwise excluded from federal procurement and nonprocurement programs.
 9. A statement affirming the bid will be firm and binding for ninety (90) days from the date of the receipt of the proposal.

10. Identify each page of the proposal that contains a "Trade Secret" per section III.E. above. Only those pages identified here will be considered for non-release if requested in a Freedom of Information Request. All other pages of the proposal may be released without review for Trade Secret content.
- C. Cover Page: This should identify the RFP, including the Department's name and the bid number, and the Proposer's name and address, phone number and name of contact person.
- D. Table of Contents: This must adequately identify the contents of each section, and page numbers of major subsections.
- E. Executive Summary: The executive summary must provide a condensed overview of the contents of the Business/Scope of Work proposal submitted by the Proposer, which shows an understanding of the services to be performed.
- F. Business Background and Experience:
1. Experience and References: Identify all staff responsible for providing service under this proposal and their respective HIV prevention training and/or experience

Minimum qualifications of the agency's prevention coordinator:
 - Bachelor's degree preferred with a major in health education, health promotion, psychology, social work, or related field, or equivalent work experience in HIV Prevention Education. Education can be substituted with 2 years community based organization work experience.
 - At least one year of experience promoting sexual risk reduction and substance use harm reduction to the targeted population.
 - Knowledge of HIV prevention-related norms, attitudes and risk behavior patterns among populations served in the agency's jurisdiction.
 - Demonstrated ability to meet the key characteristics required of the proposed intervention
 - Able to maintain client confidentiality
 2. Business Information. Information must include:
 - a. List of corporate officers or principals
 - b. Number of employees, identified by employee classification or type of work assignment
 3. Financial Statements: Proposers must provide evidence of financial stability and capability to fund all contractor costs associated with this project throughout the term of the contract. The Proposer shall provide financial documentation that demonstrates the Proposer's financial integrity.
- G. Organization and Staffing: The Proposer shall describe qualifications for successfully completing the requirements of the RFP. The following are required:

1. Organization Chart: The Proposer shall provide a detailed organization chart showing all positions that will be involved in the work of carrying out the ensuing contract.
2. Qualifications of Personnel: A statement of qualifications is required for all current employees who will be managing or delivering services under the contract. For positions that are not filled, a description of job qualifications is required.
3. Subcontractors: The Proposer shall describe the extent to which subcontractors will be used to comply with contract requirements. Provide qualification statements for all subcontractors anticipated to be involved under the contract.

V. SCOPE OF WORK

Use this proposal outline as part of your response to the RFP, and identify it as Appendix A – Scope of Work. V.A. General Requirements is informational only. Please start your response with V.B.

For each of the following, the proposal should address methodologies to be used, pertinent time lines, personnel and other pertinent information in order to implement the Scope of Work successfully to achieve full compliance with all tasks and deliverables. The Proposer shall identify any information or resources needed from the Department in order to perform any of the work.

A. General Requirements

1. The contractor shall assure that all service provision is delivered by persons who meet provider qualifications and provide evidence of licensure and/or certification.
2. In accordance with the Centers for Disease Control and Prevention (CDC) requirements, no HIV related written materials, pictorials, audiovisual, questionnaires or survey instruments may be utilized for educational sessions conducted in connection with the activities under this contract without approval by the Idaho STD/AIDS Materials Review Panel. HIV-related materials to be reviewed should be submitted to the STD/AIDS Program three weeks prior to the following meeting dates: Spring and Fall 2006. Materials must be submitted with a completed Idaho Joint HIV Materials Review request form. A list of approved materials may be found at www.healthandwelfare.idaho.gov. Follow the links to STD/AIDS Resources.
3. In accordance with a CDC directive, those contractors who maintain a web page must include a notice warning web browsers that information contained on this website may not be appropriate for all audiences. Suggested language may be provided by the STD/AIDS Program upon request.

B. Health Communication/Public Information Activities: Proposer shall:

1. Describe and name each unique Health Communication/Public Information Activity you propose to deliver. Please complete a Workplan (Appendix E) for each unique Health Communication/Public Information intervention planned.
2. Will you purchase or develop any materials that will require approval by the Idaho STD/AIDS Materials Review Panel?

C. Description of Proposed Outreach Interventions: Proposer shall describe how they will:

1. Propose outreach strategy. Please complete a Workplan (Appendix F) for each unique outreach activity you plan to deliver.
2. Provide services if they do not have a clear plan to deliver services at fixed sites. To which facilities, agencies, businesses, and/or parts of the service area will you direct your outreach efforts?
3. Purchase or develop any materials that will require approval by the Idaho STD/AIDS Materials Review Panel?

D. Program Implementation Proposer shall:

1. Describe specifically how the project will be implemented. Describe which staff members will conduct the services and a time frame for service delivery.

- E. Reports/Records/Documentation Proposer shall describe how they will:
1. Submit, on a monthly basis, intervention process monitoring forms along with the billing invoice. Copies of the process monitoring forms may be obtained on the STD/AIDS website at: www.healthandwelfare.idaho.gov.
 2. Submit a quarterly progress report 15 days following the month ending the reporting period.
- F. Faith-based Organization If Proposer is a faith-based organization describe how it will:
1. (a) segregate contract funds in a separate account; (b) serve all participants without regard to religion, religious belief, refusal to hold a religious belief, or refusal to actively participate in a religious practice; (c) ensure that Department-referred clients' participation in religious activities, including worship, scripture study, prayer or proselytization, is only on a voluntary basis; (d) notify participants of the religious nature of the organization, their right to be served without religious discrimination, their right not to take part in inherently religious activities, their right to request an alternative provider and the process for doing so; (e) how the organization will ensure that contract funds are not expended on inherently religious activities, and (f) comply with applicable terms of 45 CFR Parts 54, 54a, 260 and 1050.
- G. Quality Assurance
1. Describe plans to ensure project staff are appropriately trained and possess the necessary skills to deliver prevention services to the target population.
 2. The STD/AIDS Program will conduct random site visits to monitor the provisions of the contract and the delivery of services to the proposed sites and audiences.
 3. Contractor will provide to the STD/AIDS Program process data on a monthly basis as documentation of services provided.
- H. Transition Plan Proposer shall describe how they will:
1. Transition services In the event a change occurs during the project period with management and/or service delivery personnel under this proposal, describe the steps that will take place to ensure a smooth transition that minimizes the impact to project participants.

VI. COST PROPOSAL

- A. The Proposer shall use the format established in Appendix C as your response to the cost proposal of this RFP, and identify it as Appendix C - Cost Proposal and Billing Procedure. This format is mandatory for purposes of evaluating the proposal and awarding a contract.
- B. The \$250.00 rate per intervention is a fully-loaded rate which shall include all operating and personnel expenses, such as: overhead, salaries, profit, supplies, travel and quality improvement.
- C. Proposed numbers of interventions shall be justified using the cost analysis matrix contained in Appendix C.

CONTRACTORS ARE NOT ALLOWED TO DIRECT BILL EXPENSES OR TO RECEIVE ADVANCE PAYMENTS FOR SERVICES NOT RENDERED.

VII. PROPOSAL REVIEW AND EVALUATION

- A. The objective of the State in soliciting and evaluating proposals is to ensure the selection of a firm or individual that will produce the best possible results for the funds expended.
- B. A Proposal Evaluation Committee consisting of up to 5 individuals shall evaluate the proposals submitted. The criteria described below shall be used by the Committee member to evaluate and score the proposals for the purpose of ranking them in relative position based on how fully each proposal meets the requirements of this RFP. Particular emphasis will be placed on the Proposer's understanding of the RFP, quality of staff, and the description of how the activities will be performed. The Committee shall then meet as a group, compare evaluations, and correct any obvious errors.
- C. All proposals shall be evaluated first to ensure that they meet the Mandatory Submission Requirements of the RFP as addressed in Attachment 1. All proposals that fail to address all of the requirements of this RFP, in the judgment of the Department, shall be deemed non-responsive and shall receive no further consideration.
- D. The Department reserves the right to contact and evaluate information from any known reference who may have pertinent information concerning the Proposer's ability to perform these services.
- E. The scores for the technical proposal section shall be normalized as follows: The proposal with the highest overall total technical score will receive a score of 1000. Other proposals will be assigned a portion of the maximum score using the formula: $1000 \times \frac{\text{technical proposal being evaluated}}{\text{highest technical proposal}}$.
- F. The cost proposal section shall not receive points.

EVALUATION CRITERIA

Experience, Reference, Business Info	200 points
Financial Statements	50 points
Scope of Work	550 points
Organization and Staffing	200 points
Cost	0 points
(Each contract amount not to exceed \$10,000)	
Total Points	1000 points

VIII. GENERAL TERMS AND CONDITIONS

- A. The proposal submitted in response to the RFP of the successful Proposer and any negotiated changes shall be appended to and incorporated in the General Terms and Conditions of the contract.
- B. The contract, in its incorporated composite form, represents the entire agreement between the contractor and Department and supersedes all prior negotiations, representations, understandings or agreements, either written or oral.

APPENDIX A

Scope of Work

(The contractor's proposal will be included in the contract as Appendix A – Scope of Work)

APPENDIX B

Performance Metrics

1. **Metric Description:** (SOW-V.B and C) Health Communication/Public Information Interventions and/or Outreach Interventions

Required Level of Expectation: 100% of Interventions completed and documented on appropriate process monitoring forms and received within 30 days following the month in which services were provided.

Method of Monitoring: Process Monitoring forms

Corrective Action Plan: \$25.00 deduction for each process monitoring form not received timely.
2. **Metric Description:** (SOW-E) Reports/Records/Documentation

Required Level of Expectation: Quarterly progress report received 30 days following the month ending the reporting period.

Method of Monitoring: Quarterly report

Corrective Action Plan: 1% of contract amount deducted for each quarterly report not received timely.

APPENDIX C

Cost Proposal and Billing Procedure

Part 1. Cost Proposal:

This will be a fixed fee for service contract.

Enter the number of Health Communication/Public Information and/or Outreach events/activities proposed in Appendix A, Scope of Work, in the column “# Units Proposed.” Compute the “Sub Total” by taking the number of units proposed for each service times the cost per unit, and enter the product on the column “Sub Total.” Compute the total cost of the proposal and enter into the “Total Cost” box. Use of this form and process is mandatory.

The following are examples of the cost proposal format:

Proposed Task	Unit of Payment	# Units Proposed	Cost per Unit	Sub Total
Health Communication/Public Information	Intervention		\$250.00	
Non-HE/RR Outreach	Intervention		\$250.00	

TOTAL COST	\$
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One Service Unit of Health Communication/Public Information and Non-Health Education/Risk Reduction Outreach is defined as: fee for service at \$250 per activity or event.

Part 2: Billing Procedure:

The Contractor shall provide a monthly billing for services rendered, itemizing the services and associated rates to Teri Carrigan, Department of Health and Welfare, STD/AIDS Program, 450 W. State Street 4th Floor, P.O. Box 83720, Boise Idaho 83720-0036.

APPENDIX D

Reports

All services will be provided as outlined in the Scope of Work over the following period of time:

March 15, 2006 through December 31, 2006

The following reports must be completed and submitted with the billing invoice in order for payment to be rendered. No invoices will be paid unless accompanying required report is received documenting satisfactory delivery of services being billed.

For HIV Prevention CONTRACTORS:

- **Process Monitoring forms appropriate to the service billed (Health Communications/Public Information Report Form, Health Communication/Public Information Log Form, and/or Aggregate Outreach Report Form)**

The following quarterly progress reports must be completed and submitted with the billing invoice in order for the month ending the quarter or the quarterly payment to be rendered:

For HIV Prevention CONTRACTORS:

- **HIV Prevention Intervention FY 2006 Quarterly Progress Report**

Billing & Report Schedule

Billing/Reporting Period	Date	Billing Due	Quarterly Report Due
March	April 28, 2006	X	
April	May 31, 2006	X	
May	June 30, 2006	X	
June	July 29, 2006	X	X
July	August 31, 2006	X	
August	September 30, 2006	X	
September	October 28, 2006	X	X
October	November 30, 2006	X	
November	December 30, 2006	X	
December	January 31, 2007	X	X

Appendix E
Health Communication/Public Information Workplan

2006 Health Communication /Public Information Workplan			
Agency:			
Program Name:			
Intervention Name:			
Planned Number of Cycles: _____ Cycle(s) (the number of times this unique intervention will be delivered)			Duration of Intervention Cycle: _____ Month(s) or _____ Day(s)
Estimated total number of clients to be reached this year for population(s) served by this intervention: Please check the population(s) served by this intervention followed by an estimate of the number to be served:			
<input type="checkbox"/> HIV+ _____ <input type="checkbox"/> MSM _____ <input type="checkbox"/> IDU _____ <input type="checkbox"/> High Risk Heterosexual _____ <input type="checkbox"/> General Public _____			
<input type="checkbox"/> Your agency or other local agency staff serving at risk populations _____ <input type="checkbox"/> Other: please specify _____			
Unit of Delivery: <input type="checkbox"/> Individual <input type="checkbox"/> Couple <input type="checkbox"/> Small Group <input type="checkbox"/> Large Group <input type="checkbox"/> Community	Delivery Method: <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> In person <input type="checkbox"/> Internet <input type="checkbox"/> Printed Materials- magazines/newspapers <input type="checkbox"/> Printed Materials-pamphlets/brochures </div> <div style="width: 45%;"> <input type="checkbox"/> Printed Materials- posters/billboards <input type="checkbox"/> Radio <input type="checkbox"/> Telephone </div> <div style="width: 45%;"> <input type="checkbox"/> Television <input type="checkbox"/> Video <input type="checkbox"/> Other (specify)_____ </div> </div>		
Language of Intervention Delivery: <input type="checkbox"/> English <input type="checkbox"/> Spanish <input type="checkbox"/> Other Language(s)			

Activity Information: *Describe the activities associated with this intervention*

Site Information: *Please complete for each site associated with intervention.*

Site Name:

Site Type:

Address:

County:

Phone:

Fax:

Email:

Site Contact's First Name, Last Name, & Title:

Use of a Mobile Unit for Counseling and Testing: Yes No

Site Name:

Site Type:

Address:

County:

Phone:

Fax:

Email:

Site Contact's First Name, Last Name, & Title:

Use of a Mobile Unit for Counseling and Testing: Yes No

Appendix F
Outreach Workplan

2006 Non-HE/RR Outreach Workplan			
Agency:		Intervention Name:	
Program Name:			
Outreach Type:	<input type="checkbox"/> Materials Distribution <input type="checkbox"/> Recruitment	Outreach Method: <input type="checkbox"/> Active Street <input type="checkbox"/> Fixed Site	
Planned Number of Cycles: _____ Cycle(s) <input type="checkbox"/> Ongoing		Number of Sessions: _____ Session(s) <input type="checkbox"/> Unknown Duration of Session: _____ Minutes <input type="checkbox"/> Unknown	
Estimated total number of clients to be reached this year for population(s) served by this intervention: Please check the population(s) served by this intervention followed by an estimate of the number to be served: <input type="checkbox"/> HIV+ _____ <input type="checkbox"/> MSM _____ <input type="checkbox"/> IDU _____ <input type="checkbox"/> High Risk Heterosexual _____ <input type="checkbox"/> General Public _____ <input type="checkbox"/> Other: please specify _____			
Unit of Delivery: <input type="checkbox"/> Individual <input type="checkbox"/> Couple <input type="checkbox"/> Small Group <input type="checkbox"/> Large Group <input type="checkbox"/> Community	Delivery Method (check all that apply): <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> In person <input type="checkbox"/> Internet <input type="checkbox"/> Printed Materials-magazines/newspapers <input type="checkbox"/> Printed Materials-pamphlets/brochures </div> <div> <input type="checkbox"/> Printed Materials-posters/billboards <input type="checkbox"/> Radio <input type="checkbox"/> Telephone </div> <div> <input type="checkbox"/> Television <input type="checkbox"/> Video <input type="checkbox"/> Other (specify)____ _____ </div> </div>		
Language of Intervention Delivery: <input type="checkbox"/> English <input type="checkbox"/> Spanish <input type="checkbox"/> Other Language(s) _____			

Activity Information: <i>Describe the activities associated with this outreach intervention.</i>		
Site Information: <i>Please complete for each outreach site associated with intervention. See appendix E for site types.</i>		
Site Name:		
Site Type:		
Address:		
County:		
Phone:	Fax:	Email:
Site Contact's First Name, Last Name, & Title:		
Site Name:		
Site Type:		
Address:		
County:		
Phone:	Fax:	Email:
Site Contact's First Name, Last Name, & Title:		
Site Name:		
Site Type:		
Address:		
County:		
Phone:	Fax:	Email:
Site Contact's First Name, Last Name, & Title:		

ATTACHMENT 1
MANDATORY SUBMISSION REQUIREMENTS
PROPOSER PASS/FAIL CHECKLIST

RFP Ref. #	DESCRIPTION	Proposal Page # (Proposer completes)	Y	N
II A	Qualified Vendor			
II C	Proposal submitted before bid closing time			
II D 1 to II D 3	Technical and Cost section, in separate envelopes and properly labeled			
IV B	Transmittal letter received with proper letterhead and company information and signed by an authorized official			
IV B 2	Positive written statement of willingness to comply with RFP and General Terms and Conditions			
IV B 3	Compliance with affirmative action and EEO regulations			
IV B 4	Reference to all RFP amendments (if applicable)			
IV B 5	Certification that bid was arrived at independently			
IV B 6	Certification of not having employed an agent to secure contract			
IV B 7	Statement of who prepared proposal			
IV B 8	Certification that vendor is not currently suspended, debarred or otherwise excluded from federal procurement			
IV B 9	Bid warranty			
IV B 10	Trade Secret			
	License (if required)			
	Bonding (if required)			

By checking the website: www.os.dhhs.gov/oig/cumsan/main/htm, I hereby certify that the proposer has met the above requirements and is not currently debarred by the Federal Government.

Date: _____

(Signature of state employee verifying the mandatory requirements have been met)